

## Office of the State Comptroller - Attorney - Procurement Division

The Procurement Division of the Office of the State Comptroller (OSC) consists of a team of attorneys who are responsible for reviewing the contracting process used by state agencies, independent authorities, county and municipal governments, and boards of education to ensure the process complies with governing statutory, regulatory and policy requirements. Procurement Division Attorneys also assist OSC's Audit Division by providing legal guidance and ensuring the legal sufficiency of audits. Procurement Division Attorneys may also assist in investigations and other special projects.

### **Responsibilities:**

- Reviews documents provided by contracting units to determine whether the proposed procurement process complies with applicable law.
- Works with contracting units to improve and modify procurement processes.
- Communicates review findings to contracting unit and memorializes findings.
- Prepares related correspondence and reports.
- Conducts legal research regarding procurement issues.
- Provides legal guidance to the Audit Division and reviews audits for legal sufficiency.

### **Requirements:**

- Excellent verbal and written communication skills.
- Experience analyzing complex statutes, regulations and case law.
- Adept at setting workload priorities and meeting deadlines.
- Ability to work both independently and as a member of a team.
- Two (2) years minimum experience conducting legal research, analyzing and evaluating legal documents, rules and/or legislation, or the review and analysis of regulatory matters in a government agency; or two (2) years of experience as an attorney, one of which must have been conducting the aforementioned research and analysis.
- Membership in the New Jersey Bar in good standing.
- Procurement experience, either at the municipal, state or federal level, is a plus.

Interested candidates should submit a cover letter, resume, and three references to:

Elissa Westbrook Smith  
Chief of Staff  
Office of the State Comptroller  
P.O. Box 024 Trenton, NJ 08625  
Email: [comptrollerstaff@osc.nj.gov](mailto:comptrollerstaff@osc.nj.gov)

Residency Requirements -New Jersey First Act (the Act) - Be advised, the New Jersey First Act, P.L. 2011, c.70, effective September 1, 2011, requires all employees of State and local government to reside in the State of New Jersey, unless exempted under the law. If you already work for State or local government as of September 1, 2011, and you do not live in New Jersey, you are not required to move to New Jersey. However, if you begin your office, position or employment on September 1, 2011 or later, you must reside in New Jersey. If you do not reside in New Jersey, you have one year after the date you take your office, position or employment to relocate your residence to New Jersey. If you do not do so, you are subject to removal from your office, position or employment. Questions regarding the exemption process should be directed to the Employee Residency Review Committee at (609) 777-2960.